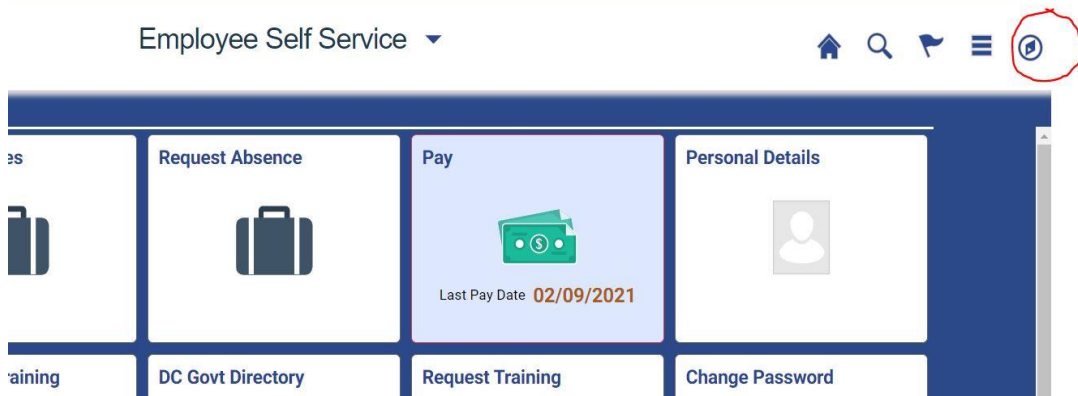
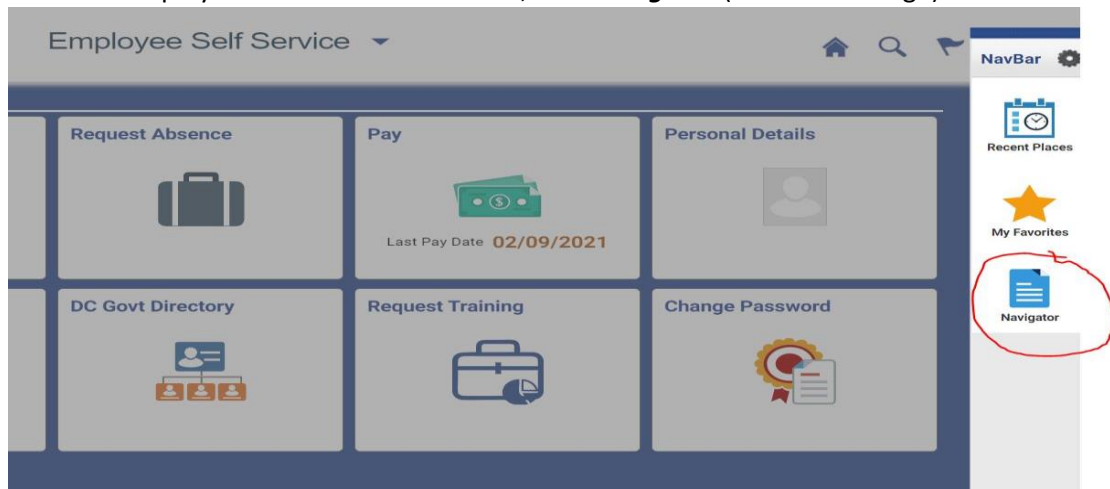


Employee Self Service Direct Deposit Registration

1. Employees must first log into a DC secure network. Employees can access the secure network by one of the following ways:
 1. Visiting start.dc.gov and clicking **PeopleSoft from Work** link.
 2. Visit <https://pshcm.dc.gov/psp/hcmprd/?cmd=login&languageCd=ENG&>
(In office/worksite/VPN access only)
 3. Remote.dc.gov
 - i. Select **Remote Work Portal** (If using non-government issued laptop/computer).
 - ii. Select **Desktop VPN** (If using a government issued laptop/computer at home).
2. Once the employee has logged into PeopleSoft using one of the ways mentioned above click the NavBar. The NavBar is the last icon within the top right corner of the PeopleSoft Page (see circled image below).

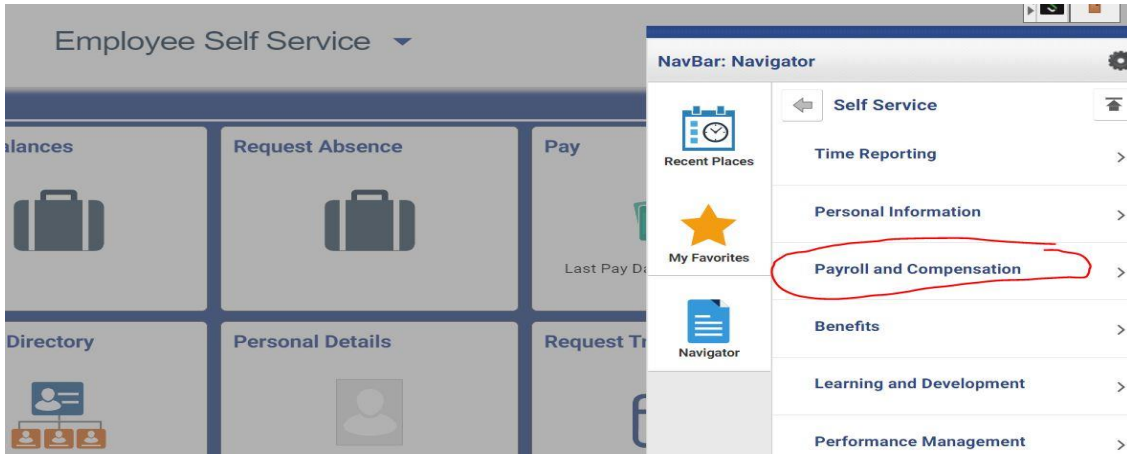


3. Once the employee has clicked the **NavBar**, click **Navigator** (see below image).

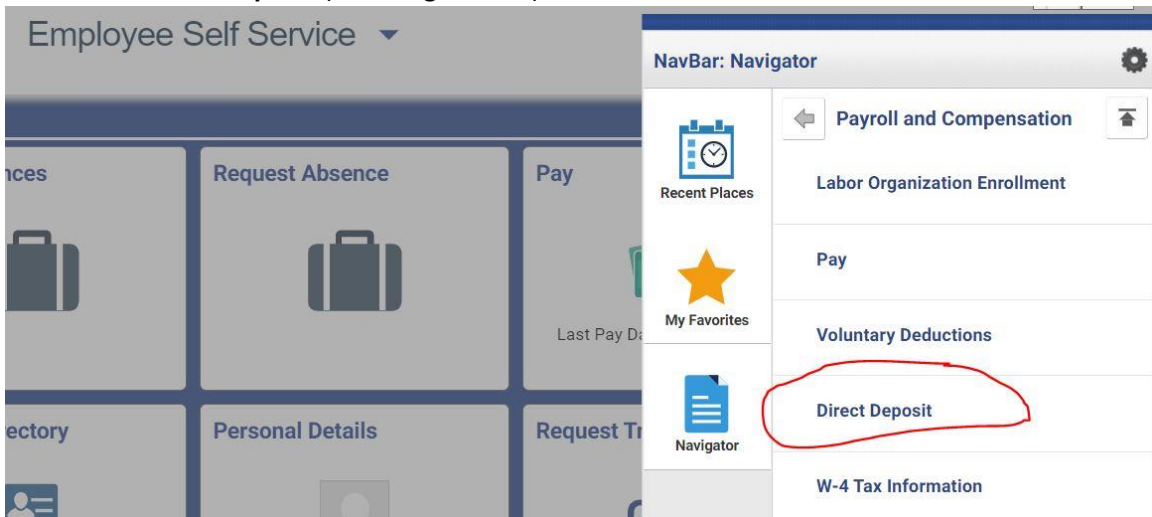


Employee Self Service Direct Deposit Registration

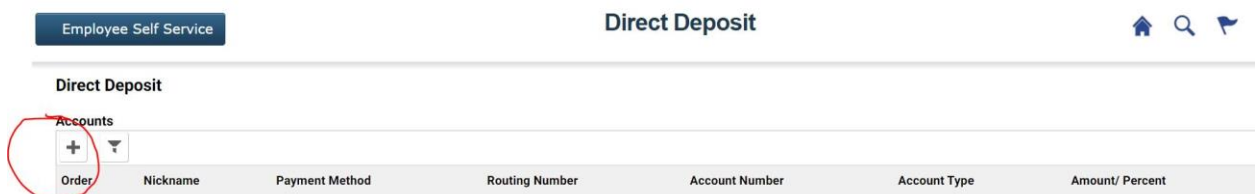
4. Next select **Self Service** and then click **Payroll and Compensation** (see image below).



5. Next select **Direct Deposit** (see image below)



6. Then click the plus sign (circled in below image) to add direct deposit account information.



Employee Self Service Direct Deposit Registration

7. Lastly, input the routing and account number. Be sure to review the options under **Deposit Type**. There will be three options. Select **amount** if there is a specific amount to add to this account. Select **percentage** if there is a specific percentage of the paycheck that should be deposited to this account. Select **Remaining Balance** if the entire paycheck should be deposited within this account.

****Please note an employee may add more than one account for portions or their paycheck to be deposited into.***

<input type="button" value="Cancel"/>	Add Account
*Nickname <input type="text"/>	
*Payment Method <input type="text" value="Direct Deposit"/>	
Bank	
Routing Number <input type="text"/>	
Account Number <input type="text"/>	
Retype Account Number <input type="text"/>	
Pay Distribution	
*Account Type <input type="text"/>	
*Deposit Type <input type="text"/>	
Amount or Percent <input type="text"/>	

8. And save.

If the employee is still unable to set up their Direct Deposit account or needs additional support please reach out to the employee's agency HR advisor.